

STATE OF HAWAII
DEPARTMENT OF THE ATTORNEY GENERAL
OFFICE OF CHILD SUPPORT HEARINGS
PHONE: (808) 692-7110 FAX: (808) 692-7114

HOW TO REQUEST A COPY OF AN ADMINISTRATIVE HEARING TAPE

Parties or their representatives may request a copy of their administrative hearing tape recording by filling out the form below. The total cost of tape(s) is \$10.00 which may be paid by personal check, cashier's check, or money order payable to the **CHILD SUPPORT ENFORCEMENT AGENCY**. All payments should be mailed to:

**Office of Child Support Hearings
Department of the Attorney General
601 Kamokila Blvd., Rm. 436
Kapolei, Hawaii 96707**

- The Office of Child Support Hearings does not provide parties with transcripts of hearings. Parties who want transcripts of hearings must make their own arrangements for tape transcription and should be aware that their transcripts will not be official transcripts.
- Please note that the copy of the tape recording(s) may play back at a high speed. You may need access to a variable speed control recorder, or make arrangements with this office to listen to the copy in a hearings room.

REQUEST FOR A COPY OF AN ADMINISTRATIVE HEARING TAPE

I am a party or representative of a party and have attached payment for the tape(s) to this request. I am requesting a copy of the tape recording(s) made in the following case:

Case Name: Responsible Parent _____
Case Number: _____ Hearing Date(s) _____

Please send the tape(s) to me at the following address:

Requestor (Print Name): _____

Signature: _____ Date: _____

If representative, print the name of the party you represent: _____

(revised 7/05)
